

Procedures for Standards of Conduct/Communication

Reference: Administrative Policy D-0915 Standards of Conduct/Communication
Administrative Policy D-0902 Affirmative Action Policy And Statement
(procedures for filing a complaint)
Merit Rule 12.0, Employee Accountability

Revised: March 2004

Procedures:

An employee should report any violation of this policy or inappropriate behavior to their immediate supervisor and then to the Human Resources Administrator. Any formal complaint may be filed in accordance with D-0902-P, Complaint Procedures. This policy prohibits retaliation against employees who bring complaints or assist in providing information relative to a complaint. Any employee found to have engaged in retaliatory action or behavior will be subject to discipline.